

SYSTEM FOR ELECTRONICALLY SUBMITTING AND MONITORING
COPY REPRODUCTION JOBS

ABSTRACT OF THE DISCLOSURE

Employees of an organization access an application to electronically submit orders for copy reproductions to a copy reproduction service provider. Using the application, an employee can select the desired copy reproduction service and begin to complete the appropriate order form. Once the order form is completed the employee selects the file or files with the material to be processed. The order information and files are then stored in a database, which can be accessed by the copy reproduction service provider through a service provider application. Using the service provider application, the copy reproduction service provider can view details of the order, download any required files and update the status of the order. The employee can view the status of an order, as it is updated, with the application. Finally, when the copy reproduction service provider completes an order, the copy reproduction service provider can distribute the order as instructed by the employee.